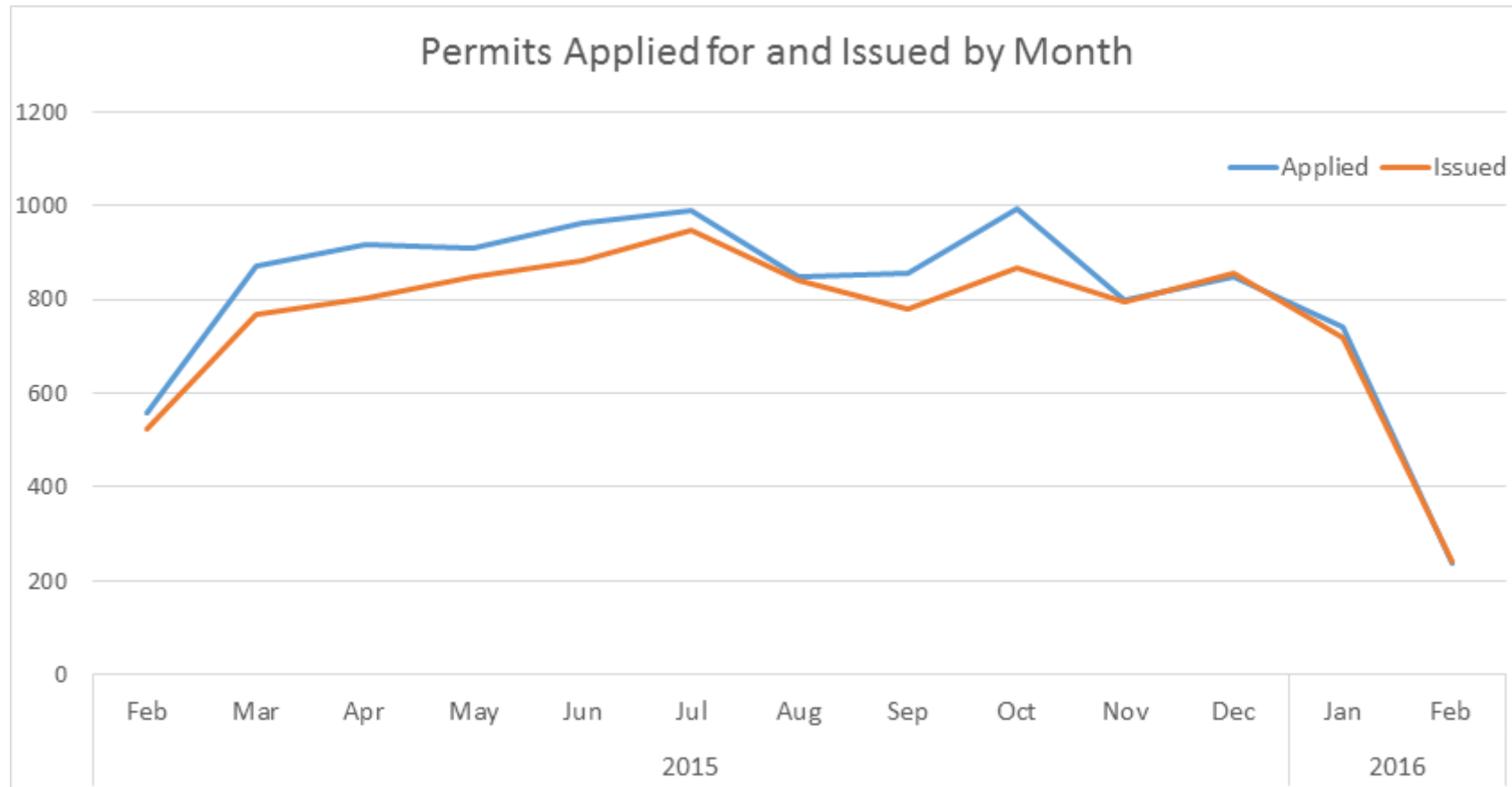


CincyStat Tenets

- ▶ Accurate and timely intelligence shared by all
- ▶ Effective tactics and strategies
- ▶ Rapid deployment of resources
- ▶ Relentless follow-up and assessment

Monitor volume and status of permit applications



Volume of permit process by department

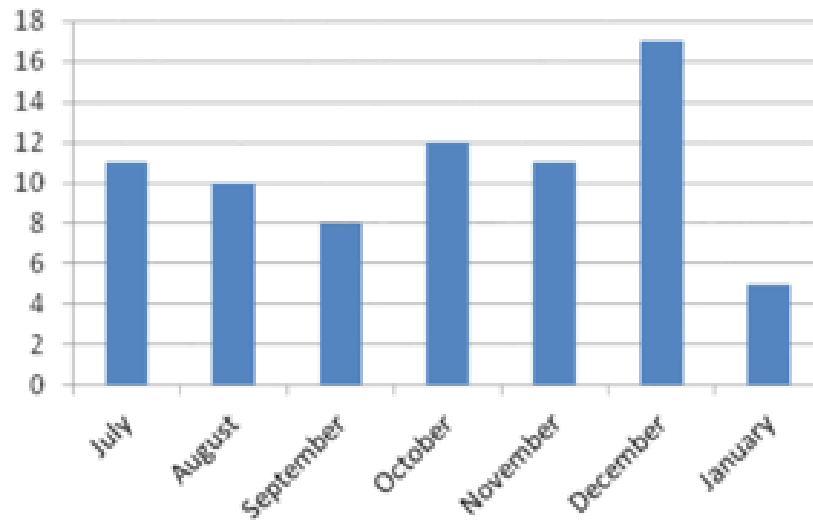
Period Start	01/03/2016	01/17/2016	01/31/2016
Period End	01/16/2016	01/30/2016	02/13/2016
Health			
# applications received during period	7	3	
# applications approved during period	6	0	
# applications denied during period	3	1	
# applications pending resolution at end of period	0	2	
DOTE			
# applications received during period	45	50	
# applications approved during period	41	29	
# applications denied during period	3	11	
# applications pending resolution at end of period	1	10	
Fire			
# applications received during period	49	50	34
# applications approved during period	47	45	32
# applications denied during period	2	5	2
# applications pending resolution at end of period	0	0	0
Water			
# applications received during period	60	70	
# applications approved during period	54	53	
# applications denied during period	5	8	
# applications pending resolution at end of period	1		
MSD			
# applications received during period	116	84	
# applications approved during period	101	70	
# applications denied during period	15	14	
# applications pending resolution at end of period	0	0	

Historic Conservation Board

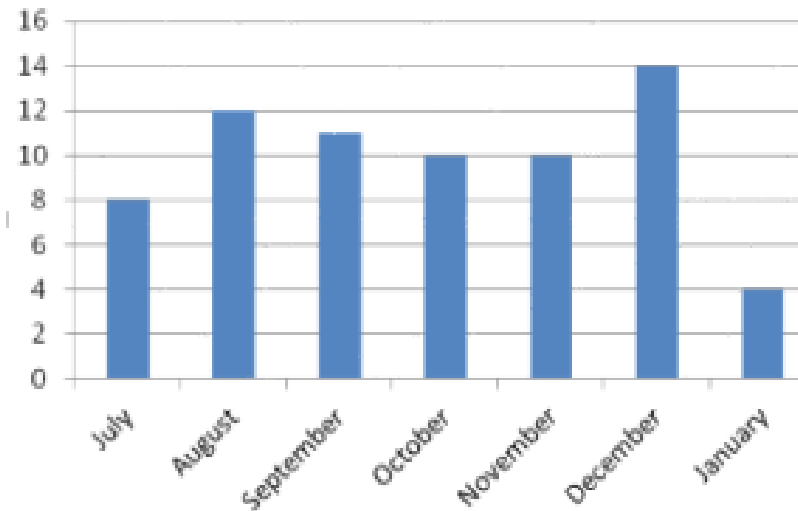
This scatter plot displays the relationship between application dates and turnaround days for the Historic Conservation Board. The y-axis, labeled 'Turnaround Days', ranges from 0 to 240 in increments of 10. The x-axis, labeled 'Application Dates', shows dates from 3/1/15 to 1/25/16. A solid black trend line indicates a negative correlation, starting at approximately 158 days in early March and ending at approximately 22 days in late December. Data points are represented by blue diamonds, with notable outliers at the top left of the plot area.

Historic Conservation Board

Applications

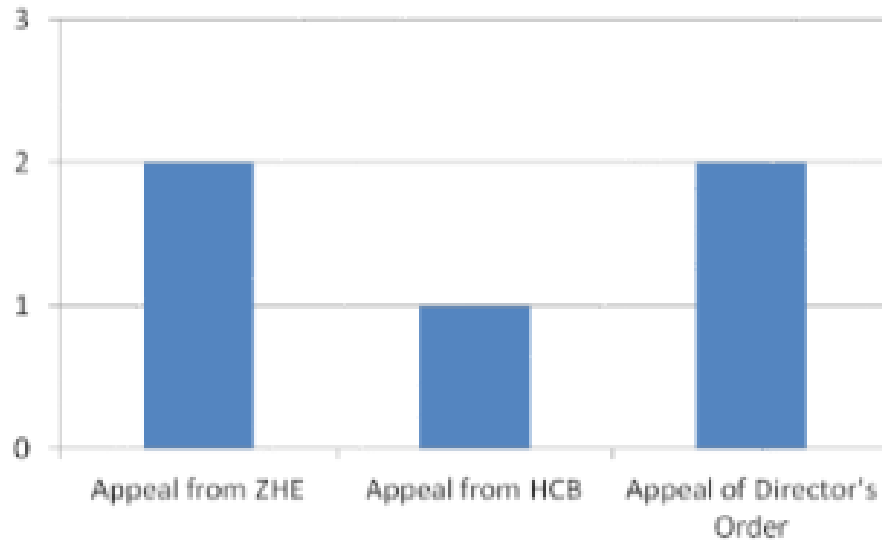


Cases Heard

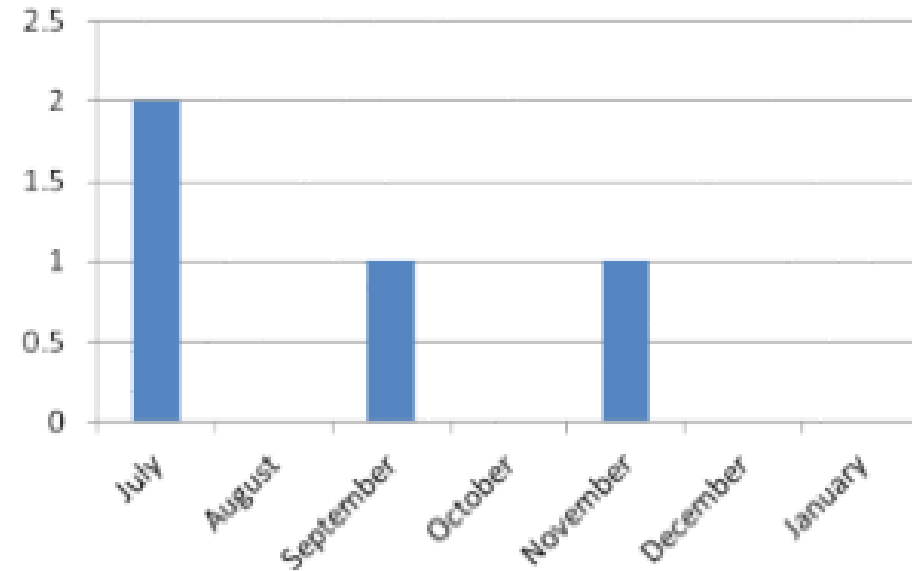


Zoning Board of Appeals

Case Type

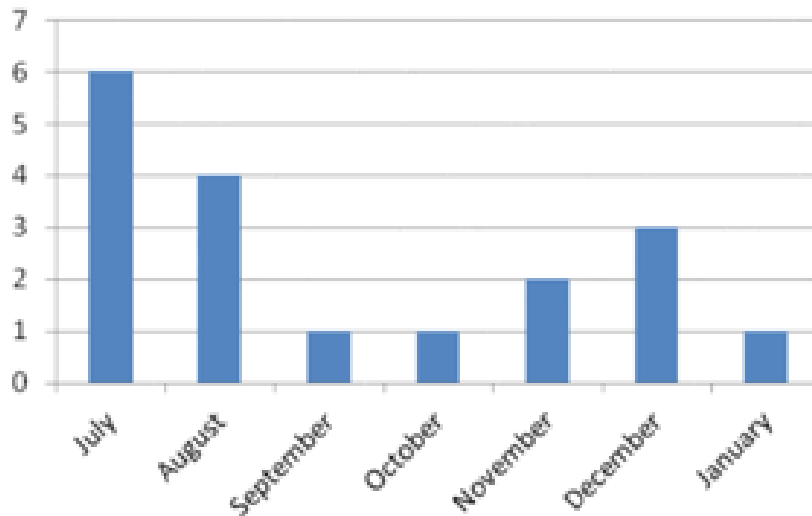


Cases Heard

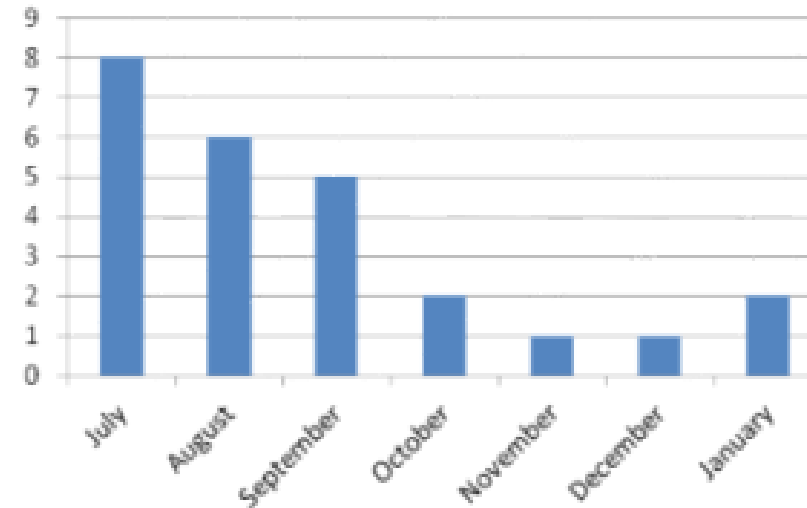


Board of Building Appeals

Applications

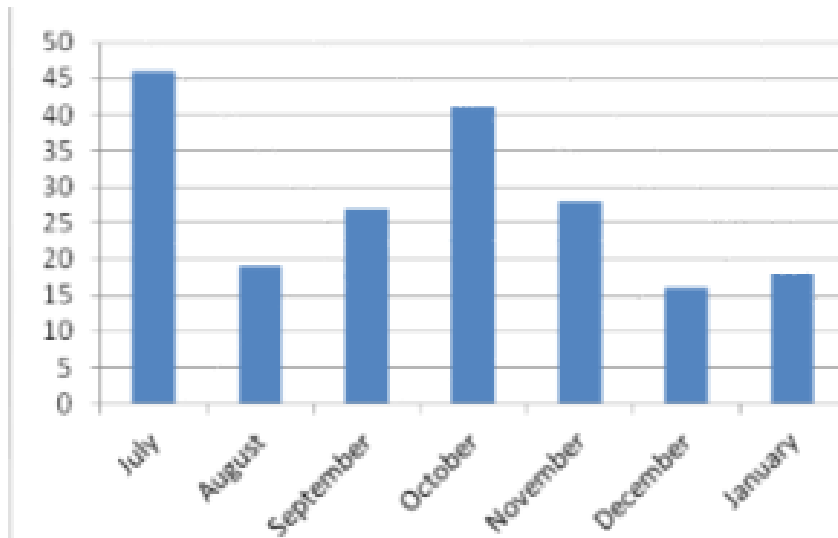


Cases Heard

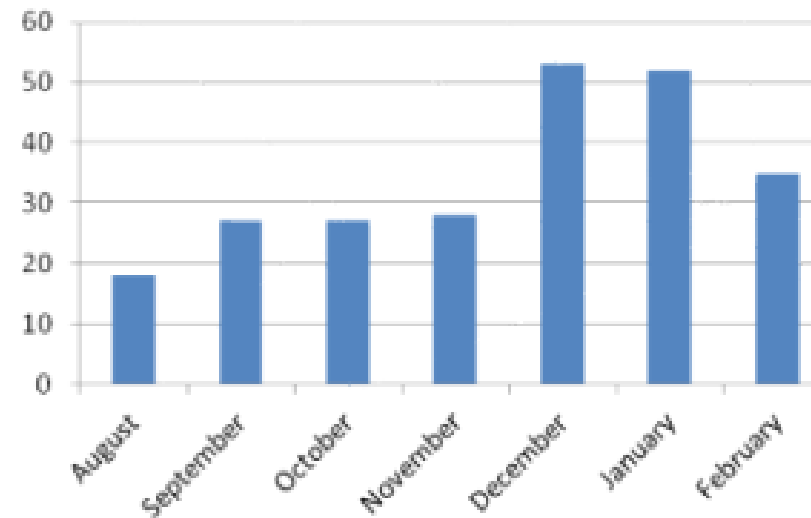


Board of Housing Appeals

Applications



Cases Heard



First Review by Buildings Plans Examiner (Permits Issued from 01/17/2016 to 01/30/2016)

OBC

Business Days

	001	005	010	015	020	030	045	Total
Plumbing Permits	31		1					32
Repair	8	1	1					10
Signs	1	2	2	2	1			8
Alteration	18	3	4	3	9	2		39
Excavation/Fill				1	1			2
Fire Protection Systems	7	1	7	4	5			24
HVAC	7	3	1	1	5			17
Misc. Structures	2	1	2	1		4		10
New Building			1			2		3
Wrecking	1						1	2

First Review by Buildings Plans Examiner (Permits Issued from 01/17/2016 to 01/30/2016)

RCO

Business Days

	001	005	010	015	020	No-BPE Review	Total
HVAC	77	4	2		1		84
Wrecking	5						5
Plumbing Permits	31	9	4				44
Alteration	6	2	3				11
Excavation/Fill			1				1
Fire Protection Systems			1				1
Misc. Structures	2		2	2			6
New Building			1	1			2
Addition	3		2		2		7
Repair	5					1	6

Number of Permit Revisions – for Permits Issued from 1/17/2016 to 1/30/2016

OBC

No: of Revisions

	0	1	2	3	4
Alteration	25	12	1	1	
Misc. Structures	4	4	1	1	
Fire Protection Systems	21	3			
Signs	5	3			
Excavation/Fill		2			
HVAC	15	2			
New Building	1	1			1
Plumbing Permits	32				
Repair	10				
Wrecking	2				

Number of Permit Revisions – for Permits Issued from 1/17/2016 to 1/30/2016

RCO

No: of Revisions

	0	1	2	3
Alteration	9	2		
Addition	2	1	1	3
Excavation/Fill	1			
Fire Protection Systems	1			
HVAC	83	1		
Misc. Structures	5			1
New Building				2
Plumbing Permits	44			
Repair	6			
Wrecking	5			

of Permits by Total Number of Revision Review Days

OBC

	00 Same Day	01-04	05-09	10-14	Non- Standard Process	No Revisions	Work Type Subtotals:
Alteration	3	6	2	2	3	23	39
Excavation/Fill		2					2
Fire Protection Systems	2	1	1			20	24
HVAC	1	1				15	17
Misc. Structures	2	1	1	1	1	4	10
New Building	1				1	1	3
Plumbing Permits						32	32
Repair						10	10
Signs	1	1			1	5	8
Wrecking						2	2
Sub Totals:	10	12	4	3	6	112	147

of Permits by Total Number of Revision Review Days

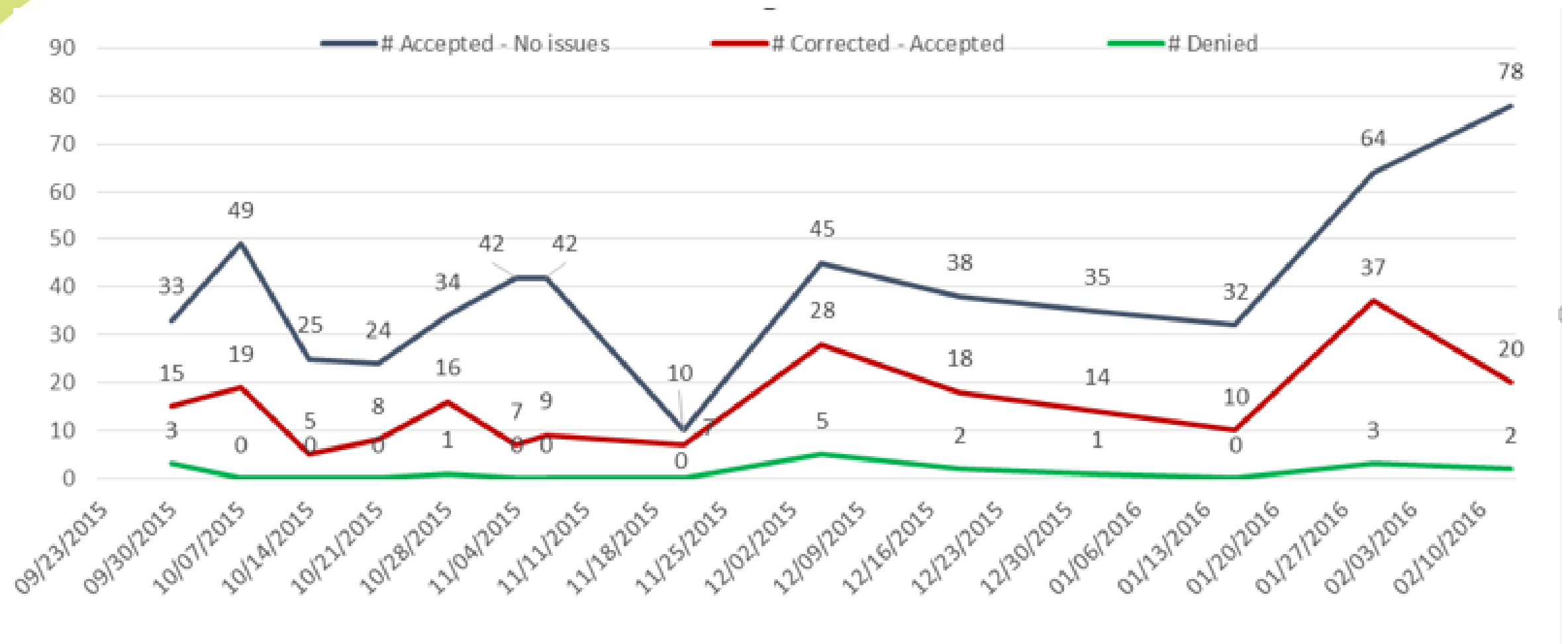
RCO

	01-04	10-14	20-24	24-30	30+	No Revisions	Work Type Subtotals:
Addition	2	1	1	1		2	7
Alteration	2					9	11
Excavation/Fill						1	1
Fire Protection Systems						1	1
HVAC	1					83	84
Misc. Structures		1				5	6
New Building		1			1		2
Plumbing Permits						44	44
Repair						6	6
Wrecking						5	5
Sub Totals:	5	3	1	1	1	156	167

Current Plan of Action

Action	UPDATE	Status
The Food Facility Layout Review application form is already available on the Health Department website		Complete
Update the Cover Letter for the Cincinnati Health Department Food Facility Layout Review application form to make it more readable, and will include an attachment with a checklist for the specific required documents.		In Progress
Add information about selected food service operation code requirements (i.e. maximum distance of handwashing sinks from food preparation area) to the CHD Food Facility Layout Review application		In progress
Add the Cincinnati Health Department Food Facility Permit Application to the 'Working with Other Departments' link on the Buildings Permits website, - so all information is listed on one site to provide easy access for customers as they begin the permit request process. http://cincinnatiusa.us/buildings/working-with-other-departments/ http://cincinnati-oh.gov/planning/how-to-start-the-permit-process/submitting-your-application-and-documents/	Will supply final version to Buildings after above actions are finalized.	In progress
CAGIS has added a link for 'Food Service Consultation' for the Cincinnati Health Department Food Safety Office to EZ Trak, to allow customers to track the status of their food service application.	Link cannot be made active until other actions are completed related to Health Department database in Permits Plus	In progress
Allow Health Department to shift general fund resources from other programs to reinvest in Environmental Health Services. Provide funding to hire two new Senior Sanitarian's with primary job responsibility to conduct permit plan review.	Per conversation with Mayor Cranley, funds will be made available to support the expected percent of FTE activity that is not fully funded by food facility inspection fees through the state mandated cost methodology, for two years, until increased staffing pattern is incorporated into the cost methodology process	Pending fiscal review
Update computers for Food Safety Program staff to enhance working speed.	Computer specifications were researched, and request for new laptop computers has been made. Completion date TBD	In progress.
IMPROVE DATA QUALITY: Continue collaboration with CAGIS to facilitate a user-friendly system in Permits Plus for food service consultation documentation. For example, this software should allow for corrections and modifications, and be able to track resubmissions for the same facility if the initial application was rejected.	Meeting between CAGIS staff (Chundur, Shaver) and Health Department Staff (Jones, Alam, Long-Cook, Cade, Sanders) occurred on Tuesday, Feb 2 to discuss a) data entry issues, b) ways to improve data quality. Training will be provided by CAGIS on current data correction and annotation procedures in Permits Plus. CAGIS will also investigate particular complaints and adjust the application if needed.	Ongoing discussion and collaboration
IMPROVE DATA QUALITY: Standardize staff entry for DATE RECEIVED for Food Facility Plan Review:	Some staff members were using the date of first contact, rather than the date the full application plus fee were received. Senior Sanitarians who do Facility Plan Review will now use this standard definition: DATE RECEIVED is the date that ALL required checklist items including the fee were received by the Health Department staff. NOTE: By state law the Health Department has up to 30 working days to complete plan review.	Complete
IMPROVE DATA QUALITY: Schedule an all staff training on the current PERMITS PLUS system capabilities and the FORK interface,	Date TBD, hopefully by early March.	In progress
IMPROVE DATA QUALITY: Enable automatic report generation using Permits Plus system.		
Provide an Orientation to the Building Permits front desk staff to inform them of the Food Facility Layout Review application requirements, so that the Health application is not accepted by the Permit Center until all required documents are submitted. If customer is unaware that a Health Department application is required, Permit Center staff should inform customers that an additional Health application is required, and provide the application to the customers at the time of contact with the Building Permit Center		Not yet scheduled.
If the Permits Center has Brochures or written promotional materials about the Permits process, include text referencing the Health Department Food Safety Program, including website address, phone contact information, and mailing address.		Not yet requested
Ensure that there is a date and time stamp on any Food Facility Layout Review plans that are forwarded by Permits staff to the Health Department for review.		Not yet requested
Provide access for Food Safety Office staff to be able to revise the City of Cincinnati website regarding Food Facility documents, to upload new and updated files viewable to the public.		Not yet initiated

Prescreening Performance



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